

## **SAC MINUTES**

**TO:** Simplified Acquisition Committee Members

**FROM:** Director, Division of Acquisition Programs,  
Office of Logistics and Acquisition Operations (OLAO)

**SUBJECT:** SAC Meeting Minutes, October 29, 2003

### **Attendees:**

**Mary Adamik, OD/OAMP**  
**Antoinette Bridges, NIEHS**  
**Stanley Canton, OD/OAMP/SBO**  
**Lorraine Geiser, OD/OLAO/DSSA**  
**Debra Hawkins, NHLBI**  
**Carol Hayden, OD/OLAO/DSSA**  
**Samantha Jarvis, NINR**  
**Sue Kaminski, OD/OLAO/DAP**  
**Shamay Knox, NIAID**  
**Charles McLaughlin, NINDS**  
**Teresa Newman, NIGMS**

**Milton Nicholas, Jr., OD/OLAO/DAP**  
**Rosie Owens, NIAID**  
**Caren Rasmussen, NCI**  
**Karen Riggs, NLM**  
**Annette Romanesk, OD/OLAO/DAP**  
**Clifford Ross, CC**  
**David Schneider, NHLBI**  
**Renita Smith, NCI**  
**Cole Stathes, OD/OLAO/DAP**  
**Laurie Weker, OD/OLAO/DAP**

The minutes from the April 16th meeting were approved as submitted.

### Electronic Bulletin Board, e-PIC and NAIC's Codes

Diana Mukitarian handed out Small Business Office (SBO) bookmarks. She discussed the various areas of interest available on the SBO website, including e-PIC. *E-Portals in Commerce* or e-PIC is a web-based source library/database of organization/vendor information. Vendors can register electronically with links to profile their products and services. It has been established as a global system including small and large businesses, as well as educational institutions. Users can conduct a "simple search" or a "smart search" to select a particular organization/vendor or to generate a list of organizations/vendors meeting specific selection criteria. Registration is not required for conducting searches. Go to <http://epic.od.nih.gov/index.asp> for more information.

*NAICS Codes* or North American Industry Classification System classifies economic activity in the United States, Canada and Mexico. The U.S. Government uses industry classification for procurement purposes, both for classifying the procurement action and for reporting procurement data. A NAICS code is chosen by determining the purpose of the procurement. What is the money being spent on? Is it for a study, a product? The e-PIC site above has a link to the NAICS system at <http://epic.od.nih.gov/naics/index.asp?from=register>. Searches can be conducted by "keyword", using the alphabetic list of activities, title and description or SIC (Standard Industrial Classification) code.

Diana also addressed the *Electronic Bulletin Board* or “electronic bid board” which allows for the electronic posting of requirements  $\geq \$10,000$  and  $\leq \$25,000$  for 10 days. This system has been in the works for several months. It establishes a centralized location for NIH to post these requirements, making it significantly easier for vendors to find out what work is available. The system also maintains historical records and keeps electronic files. It is currently in the “test” stage but SBO hopes to have it up and running by January 1<sup>st</sup>.

#### NIH Manual Chapter 1160-1 “Entertainment” Matrices

Joel Papier, OFM discussed two new matrices that will be incorporated into the NIH Manual Chapter 1160-1 “Entertainment” as a source of reference. The matrices describe the Government’s policy on providing light refreshments and meals to Federal and non-Federal personnel at training and conference events. One matrix deals with using gift funds and the other appropriated funds. These matrices will supersede all similar previously issued documentation.

#### DHHS Acquisition Initiatives

Laurie Weker gave updates on the following initiatives:

- NIH Administration Restructuring Resource Committee (ARRC) - The procurement organizational consolidation submission went to the Department at the beginning of the summer. The proposed new structure consolidated 15 acquisition awarding offices into 6 full-service Consolidated Operations Acquisition Centers. The Department accepted the proposal and implementation was to start on October 1, 2003.
- Department Acquisition Consolidation - NIH is represented by Diane Frasier, Barbara Levy, Jack Campbell, and Patrick Sullivan. Discussions are underway with the OPDIVs to see if a more centralized structure will result in a more efficient workflow. The Department believes 80% of HHS’ acquisition are similar, and the remaining 20% unique to each OPDIV. The OPDIVs have the opposite opinion, with 80% of acquisition purchases being unique. A retreat to work out the details is planned for CY04.
- Strategic Sourcing Group - There is representation from all of the OPDIVs. Mary Adamik and Georgiann Wilson represent NIH. The purpose of the committee is to discuss consolidation of purchases of particular commodities across HHS in the hope of reducing purchasing costs. On October 1<sup>st</sup>, a pilot program was initiated for office supplies through the establishment of Blanket Purchase Agreements with Corporate Express and Office Depot. The pilot is due to end in March, and long term agreements are scheduled to be awarded by July. At that time all OPDIVs will be required to buy office supplies from the contractor(s). The mechanism of choice for purchasing will be the purchase card. Other commodities being considered for consolidation are Lab Supplies (glassware, pipettes), IT Peripherals, Medical Supplies and Industrial Supplies. Each vendor has created a website with an electronic catalog specifically for HHS. Purchase cardholders will be able to register their card number with the vendor and place orders on-line. The vendors will offer training on their ordering processes.

- NBRSS - The structure of the oversight groups is changing to ensure that there is more involvement of the functional “owner” up front. For acquisition, the owners will be Dr. Lee and an IC counterpart. The acquisition module is on track for release in February 2005.
- Federal Procurement Data-Next Generation (FPDS-NG) - In 2004, all simplified acquisitions must be reported on individual data sheets, regardless of dollar amount. Data is now collected behind the scenes on our SF281 Quarterly Summary Report. This data addresses elements such as business size and competition, and is reported to Congress. OAMP is working with DAP to establish a more streamlined and simplified entry process, including the possibility of mapping over a large portion of the data. Training will be provided to all purchasing agents.
- Central Contracting Registry (CCR) - The CCR System will be the primary vendor/contractor database for all Federal agencies. Prior to receiving an award the vendor must be registered in the system unless it falls into one of the exceptions, e.g., purchase cards when used to buy and pay. BPA vendors are registered at the time that award is made. Purchasing Agents in the centralized/decentralized areas must be sure to check the registry. Vendors/contractors must renew/update their registration annually to maintain an active status.

#### DAP Support

- SAC Meetings - Laurie stated that attendance at the SAC meetings continues to decline. Initially the meetings were monthly, then they were scheduled for every other month and now we have them quarterly. Are they of value? Is there a reason for them? These meetings are a two-way street, offering and sharing of information from DAP to the purchasing community and vice versa. Laurie handed out a survey and asked that they be returned by November 5<sup>th</sup>.
- 2005 Symposium - Laurie stated that it's time to begin planning, especially selection of a conference site. She asked for volunteers for a Chairperson, Co-chair or workers.
- Newsletter - Laurie stated her intentions to reduce the issuance from monthly to quarterly. It is hard to keep it fresh and original due to the lack of articles and ideas from the community. The newsletter offers pertinent information and can be used as a reference to the purchasing community. She asked for reactions to the impact of cutting back on the publication schedule.

Due to time constraints, Laurie will be sending an e-mail to SAC Committee members as well as those in attendance for comments on the above issues.

#### Around the Room

- Mary Adamik, OAMP is heading a review group for simplified acquisitions. NIDDK will be the first IC reviewed, and the reviews are scheduled to start soon.
- Sue Kaminski, DAP announced the call for nominations of the 2003 Purchasing Awards are scheduled to be disseminated in December. She asked for volunteers to help on the evaluation panel. The awards will be presented at the April 21<sup>st</sup> SAC Meeting.

Future SAC meetings will be held quarterly on the following dates:

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Room</u>
January 21, 2004	9:30 a.m. - 11:30 a.m.	Neuroscience Conf. Ctr.*	A1/A2
April 21, 2004	9:30 a.m. - 11:30 a.m.	Neuroscience Conf. Ctr.*	A1/A2
July 21, 2004	9:30 a.m. - 11:30 a.m.	Neuroscience Conf. Ctr.*	A1/A2

\*Please note that the Neuroscience Conference Center is located at 6001 Executive Blvd.